many important questions
are touched upon in
Part VI. It is very
necessary that they
should be kept printed.

The rules regarding the
responsibility of the Architect
Engineer and the Supt
for the proper performance
of the work in each
branch require
some revision. I shall

G. R. S. IX-5]

Previous references.

E Ag. 90 - 1-3.

Later references.

Received 1917.

(E. Ag.)

File No. 90.

Serial Nos. 454.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-4.

Part B for August 1917.

SUBJECT.

Secretaries meeting

Proceedings of a meeting of the Secretaries (Interim) held in the public Offices on the 9th May 1917

W D 88—GPB—50,000—24-7-16

Received 8/5/17

G.R.S. 11] 1917.

GENERAL AND REVENUE SECRETARIAT.

(E. Ag.)

NOTES.

File No. 90.

FILE HEADING.

Meeting of Secretaries
(4th meeting)

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-12

P.T.O.

4th Meeting

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Meeting of Secretaries

The last meeting of the Secretaries to Govt. was held on the 8th January 1917.

Under Rules 41 of the Manual of Secretarial Rules for all Secretariats, periodical meetings of Secretaries to Govt. should be held at least once in a quarter.

Draft letter to Secretaries enquiring if they have any subject for discussion

HMW 11/5/17

Submit fair draft letter

12/5

Fair draft submitted for approval & favour of issue

HMW 15/5/17

Date of meeting

15/5

Draft

Date

(16/)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

W.D. 84—GPB—60,000—23-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1 To the Secretaries to Govt
No 6 A-y 90 dt 17/5/17.

Regret to be furnished with a list of the subjects bearing on Secrt procedure and matters of work, for Consideration at the next meeting of Secretaries to be held on the 24th May 1917

2 From the Secy to Govt Genl Deptt.
No 15-5-17 dt 19/5/17
Forwards a list of subjects for Consideration as called for
Noted. The other Secretaries have not yet Sent
Replied - The meeting is to come off on 24-5-17-
Rec'd on 22-5-17
Thm 22/5/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000 5-20 7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

---

3 From The Secretary for Rail Transport
~~D.C.H.~~ No RS 3492221/5/17
States that he will be away
from Head Quarters and will not
be back before 28-5-17

4 From The P.W. Secy -
No 10235/22/5/17
States that he will be away
from Bangalore and therefore he
could not attend the meeting.
The Secy, P.W.D has however
suggested the following subjects
for Consideration at the meeting
" Free admission to clerks
from one Secretariat to
another on official business "

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

P.T.O

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The Financial Secy is on leave tomorrow out of 6 Secretaries; 3 at least will not attend the meeting.

Sd/-
23/5/17

Please see above
23/5

Manager
To be personally sent to the Secretary.
24/5/17

Agenda postponing the meeting is noted as per Secy's verbal orders.
24/5/17

24/5

Letters Nos. 90-E.R.S. of 24-5-1917 to Secretaries & Govt. intimating them of the adjournment of the Secretaries meeting.

Sd/- Another date for the meeting has to be fixed & Communicated to Secretaries.
18/6/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

For orders

Secy

nee 18/6

7th or 9th suit me

3 pm

Secy 25/6

Dft nee 25/6

A draft circular letter is put up.

Subd By 25-6 Secy

Secy nee 25/6

Sir,

The Secretaries to Government

D.O. letter No. 90-E.A.G. dated 26-6-(17) proposing that the next Provincial Meeting of the Secretaries will be held on 7th or 9th proximo and requesting to intimate if either of the dates would suit them.

From the Rev Secy.

Letter dt 27/6/17. States that either of the dates will suit him

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

From the Fin. Secy
Letter dt 27/6/17
Wants list of the 9th July mtg.
Sent him.

28/6/17

acc 28/6/17.

From the Secy to the A.
Letter dt 29/6/17
Wants list of the 9th July mtg.
Sent him.

30/6/17

acc 30/6

The Ry and the P.W. Secretaries have not yet replied. Sent in a draft Reminder.

4/7/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc.; not intended for permanent record.]

To The Secy, Rev D
& n Rpo.

No 243. 4/7/17

States that the FL, Rev & Eth Secretaries are agreeable to hold the meeting on 9-7-17 and requests to let the date will be convenient for him.

From The Pvt Secy.

P.S. 5/7/17

States that he would be away from Head Quarters on the 9th inst and that he has therefore requested Mr Lindambi Seemiraachanya, Joint-Secy to attend the meeting.

Sent 6/7/17

Nil 6/7

No reply has been

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Rec Secy
Secy S+A
Fin Secy
Joint Secy P.W.D } Coming

Ry. Secy — not heard from.

Received from the Ry Secy
dated with a Despatch memo
7/7/17
Secy

7/7/17

Issue
7.7.17.

To the Secretaries to Govt
Nos 18-19 dated 7/7/17
Stating that the Meeting
will be held at 3 P.M.
on the 9th July in the
Railway Board to forward
a list of Subjects to be
Considered.

The Meeting was
held on the 9th July

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

E. Ag. 90.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

A copy of the Recpt. proceedings is put up for approval.

11/7/17

Gen. Sec.

Please send this to the Fuel Cy first class 15/7

Gen. Secy

16/7.

17/7/17

Secretaries

Secy, S & G

Asst Secy, P.W.D.

To Typing Section for favour of getting Processes typed & sent before the evening.

21/7

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

E. A.G. 20.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Dated with a Copy forwarding Copies of the proceedings of the Secretaries for information and to the Registrar, G.R.S for needful action.

Illegible
28/7/17

Illegible
23/7.

To The Secretaries to Govt.
Memo No. 100-06/E.A.G.20-11
of 23/25-7-17 forwarding copy of the Proceedings of the meeting held on 9.7.1917.

To The Registrar, G & R.S.
No. 107/E.A.G.20-16 - do -
for taking needful action.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

From the Ry Secy—
No R 5368 Pt 193 dt 21/4/17
States that the Ry Secy was present at the meeting but his name is omitted in the Proceedings.
D.O.
Asked with a request forwarding a fresh copy of the proceedings.
Thm
7/8/17
Brae
Bn.
7/8/17

To the Ry Secy—
No 705 dt 21/8/17
Forwards a Revised Copy of the proceedings and Expresses Regret for the omission—

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. 26]

SUBJECT.....

.....

.....

*Diary No. of letter replied to*_____

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 17-5-(5(7

Signed by Sri. D. Narasinga Rao.

Section

File No.

Serial No.

No. 90-G.A.S.

To The Secretary to Govt.

1) General Deptt
2) Revenue
3) G & A.
4) Financial
5) PWD
6) Railways.

Sir,

I am directed to Request that you will be So good as to furnish a list of subjects, if any,

over.

Dearing on Secretariat procedure & methods of work

for Consideration at the
next meeting of Secretaries
to Govt ~~standing Committee, at~~
which will be held at
~~Ha~~ GPO. on Thursday
the 24th May 1917

which will be held at
GPO. on Thursday
the 24th May 1917

Dear Sir

Yours 16/

For Secretary, Govt Deptt.

Mw
15/5/17

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14.

90-E.A.G. 16

G.R.S. 31]

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G 15564 Enclosure

Bangalore, Dated 18th May 1917

GEN. & REV. SECRETARIAT VIII E. AUDIT. 19 MAY 1917

19 MAY 1917

From

D. M. NARASINGA RAO, Esq., B.A., B.L.,

Secretary to the Government of His Highness the Maharaja of Mysore,

General Department.

To

The Secretary to Government,

General Department, E.A.Branch.

SIR,

Adverting to your letter No.90-E.A.G., dated the 16th May 1917, I am directed to state that the subjects noted in the accompanying list may be considered at the meeting of the Secretaries to Government to be held on the 24th instant.

I have the honor to be,

Sir,

Your most obedient servant,

Narasingarao

For Secretary to Government,

General Department.

KNN.

G.R.S.M.—500—11-5-1917

List of Subjects to be considered at a

meeting of the Secretaries.

*****

1. Responsibility of subordinate Secretariat Officers to prevent delays in the submission of cases.

2. Reduction of noting.

3. Printing of papers in important cases.

4. Bringing to notice the expiry of the period of officers and establishments temporarily sanctioned, at least three months in advance.

Bu

Also add

GEN. & REV. SECRETARIAT VIII E. AUDIT. 22 MAY 1917

WD 02951—GPB—2,000—27-12-16

Ry. 3] 22 MAY 1917

No. Rs 3492

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

Bangalore,...21st.....May.....1917 .

From

THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

BANGALORE.

To

The Secretary to Government,

General Department,

B a n g a l o r e.

Sir,

With reference to your letter No.90 E A.G. dated the 16th May 1917, I have the honour to inform you that the Offg. Secretary for Railways is away from Head Quarters in connectio with the inspection of rails at Sakchi and will not be back until the 28th instant.

I have the honour to be,

Sir,

Your most obedient servant,

for Ag.Secretary for Railways,

Government of Mysore.

CSS

D.O. No. R&420

19

GOVERNMENT OF MYSORE

RAILWAY SECRETARIAT,

Bangalore, 22nd May 1917.

Dear Sir,

Your D.O. letter No.90-E.A.G. of even date to Mr. D. G. Dani, Offg. Secretary for Railways, re: meeting of Secretaries to Government on the 24th inst.

In reply, I have to refer you to this office official No.3492 of 21st idem on the subject.

Yours sincerely,

Registrar,
Railway Secretariat.

To

N. Madhava Rao, Esqr., B.A.,B.L.,
Asstt. Secretary,
General Department,
Bangalore.

Immediate

20

Telegraphic Address; *Statworks*

GEN. & REVENUE SECRETARIAT VIII E. AUDIT. 23 MAY 1917

No. 1028/S.4623

23 MAY 1917

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore,....22nd..May.....*1917*.

From Rajasabhabhushana

KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E.,

Secretary to the Government of Mysore,

Public Works Department.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government, General Department,

Bangalore.

Sir,

With reference to your letter No. 90/E.A.G. dated the 16th May 1917, I have the honour to state that it will not be possible for me to attend the meeting to be held on the 24th instant, as I am leaving this place today for the Krishnaraja Sagara Works, where my presence will be required for 4 or 5 days.

2. The subject noted overleaf may, however, be discussed and the result of the discussion kindly intimated to me.

I have the honour to be,

Sir,

Your most obedient servant,

Karpur Srinivasrao

Secretary to Government,

P. W. Department.

S.S.

WD 02802—GPB—5500—11-1-17

191 7

MYSORE P. W. DEPARTMENT.

No. 1028/5468

From

The Secretary to Government,
P. W. Department.

To

The Secretary to Govt,
General Dept.

Dated Bangalore 22. 5. 191 7

Despatched

Enclosure No. One

Subject.

As the Secretary is the absent from station, informing him that the enclosed subject may be discussed in the Secretaries' meeting.

Subject - Free admission to clerks from one Secretariat to another on official business.

Remarks - At present, the General and Revenue Secretariat does not admit clerks from the other Secretariats without a permit from the Registrar. This hampers speedy despatch of business as information regarding papers pending in the different Branches has to be obtained from the General and Revenue Secretariat on emergent cases. The restriction may be removed at least in the case of clerks of the other - - Secretariat offices.

RS

GOVERNMENT OF MYSORE

22

Public Offices
23. 5. 17

Dear Mr. Sastharam Rao

I have no particular subject to bring up at the next meeting of Secretaries. The only point that I should like to press is that

there should be a separate
typed attached to each
letter in addition to
the general typing
and the appointment
of a stenographer. I
should also say that
special arrangements
should be made for
Recording. Very

send up a note on the
subject immediately after
the Conference

Yours sincerely
Peter Dixon

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to .....

D.O. No. 90-E.RS.

General and Revenue Secretariat

( )

, *the* 191 .

To The Secy, G & A
" " Rev.
" " PWD.
" " Rlys

Date of issue 24.5.1917

Signed by Mr. R. Madhava Rao

Dear Sir

~~I am desired to state that the meeting of the Secretaries to Govt could not be held to day as previously arranged, As three of the Secretaries to Govt are away from Bangalore, it is requested that the meeting of Secretaries to Govt could not be held to day as previously~~

over.

SUBJECT.

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

G. R. S. VI—G/32]

SUBJECT..... Periodical meeting of Secretaries to Government.....

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
the *191* .

Date of issue 26 - 6 - 1917

Signed Yrs. R. Madhava Rao.

Section
File No.
Serial No.

G.O. No. 90 - G. A.S.

To

The Secretary to Govt, Revenue Deptt.
P.W.Department.
Railways.
E and A.
Financial.

Dear Sir,

The next periodical meeting of the Secretaries to Government is proposed to be held on the 7th or 9th proximo, ~~whichever date is convenient to the members~~. Kindly let me know ~~which of the two dates~~ if either of these dates suits you.

Yours sincerely,

nil

over.

For Secretary to Government
General Deptt.

A.S.V.III Secn F 2/16

GOVERNMENT OF MYSORE

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
27 JUN 1917

General and Revenue. Sectt

Dated Bangalore 26th June'17

Dear Sir,

Your letter No. 90- E.A.G. of date. Either of the dates mentioned will suit me.

Yours sincerely,

B Ramaswamaya

D.M.Narasinga Rao, Esq.,B.A.,B.L.,
Secretary to Government,
General Department

407

30

GOVERNMENT OF MYSORE

Financial Secretariat,

Bangalore, 27th June 17.

My dear Narasinga Rao,

Your D.O. letter No. 90-E.A.G. dated 26th June 1917. 9th July will suit me.

Yours sincerely,

D.M.Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government,
General Department.

31

No. 10600.
E & A.

A.s.V.H

Ques 30/6

Ans 30/6

General and Revenue Secretariat,
Dated, Bangalore the 29th June 1917

Dear Sir,

With reference to your letter No.90/E.A.G. of 26th June 1917 regarding the date of the next periodical meeting of the Secretaries to Government, I write to say that the 7th proximo will not suit Secretaries who are members of the Conference as there will be a meeting of the Standing Committee on that date, and the 9th is mor convenient.

Yours sincerely,

To

D.M. Narasinga Rao, Esq., B.A.,B.L.,
Secretary to Government, General Department.

Draft

D.O. No.2-3-

General and Revenue Secretariat,

Bangalore, 4th JULY 191 7

Dear Sir,

This office D.O. of the 26th ultimo regarding the next periodical meeting of Secretaries to Government.

The Financial, Revenue and E.& A. Secretaries are agreeable to hold the meeting on the 9th instant. May I request you to kindly let me know whether the date will be convenient for you.

A very early reply will oblige.

Yours sincerely,

For Secretary to Govt.,
General Department.

1. Secretary to Govt., P.W.Deptt.,
2. Secretary to Govt., Railway Deptt.

4/7/17

D. 20. 4.
6. 7. 1917.

PUBLIC WORKS SECRETARIAT.

D.O. No. 388

Bangalore, 5th July 1917.

Dear Sir,

With reference to your D.O. letter dated the 4th instant, I write to say that I have arranged to leave the station on tour and may not therefore be present at the meeting of Secretaries to be held on the 9th idem.

I have requested Mr. Srinivasacharya Cadambi, Joint Secretary to Government, P. W. Department, to attend the meeting.

Yours sincerely,

D.M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government, General Department,

Bangalore.

General and Revenue Secretariat,

No. 13-19/E.A.S. 20-16 Bangalore, 7th July 1917.

M e m o

A meeting of the Secretaries to Government will be held on the 9th instant at 3 p.m. in the Library Hall, General and Revenue Secretariat.

The following subjects will be considered at the meeting:-

Suggested by the General Secretary.

(1) Responsibility of subordinate Secretariat officers to prevent delays in the submission of cases.

(2) Reduction of noting.

(3) Printing of papers in important cases.

(4) Bringing to notice the expiry of the period of officers and establishments temporarily sanctioned, at least 3 months in advance.

Suggested by the P.W.Secretary.

(5) Free admission to clerks from one Secretariat to another on official business.

Suggested by the Secretary, E & A.

(6) A Separate Typists for each branch in addition to the General Typing Section.

By Order,

7.7.17.

For Secretary to Government,

General Department.

To

The Secretaries to Govt.

D.O. No. 1. R.S.

GEN. & REV. SECRETARIAT VIII
E. AUDIT
9 JUL 1917
RAILWAY SECRETARIAT,

GOVERNMENT OF MYSORE

Bangalore, 7th July 191 7.

35

Dear Sir,

With reference to your D.O. letter No.2-3 dated 4th July 1917 enquiring -- whether the date fixed for the periodical meeting of Secretaries to Government, viz., 9th instant will be convenient to me, I write to inform you in the affirmative.

Yours sincerely,

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government,
General Department.

Subject No. 1.

Responsivility of subordinate Secretariat Officers to prevent delays in the submission of papers.

TIME ALLOWED FOR SUBMISSION.

	Rule No.	Office Manual
Submission without reference files - to be permitted by Secretariat Officer ..	153	"
Five days' rule - Registrar's permission necessary for - longer time required	154	"
Immediate cases - Branch Superintendent is specially responsible ..	155	"
Case-workers' list of urgent or important papers .		G.R.S.Form 16 (page 86 of the Manual).
Secretariat Officer responsible for scrutinising the list. Superintendents to see that cases are punctually submitted and to watch stages of urgent and important files. Also to check work diaries.		O.M. dated 8-8-1914.

Duties of Secretariat Officers.

To satisfy themselves everyday that immediate files are sent up to higher officers and that necessary action is taken. To maintain lists of important or urgent files and watch their stages. To check work diaries of clerks. — O. M. dated 8.8.14

P.T.O.

SUGGESTIONS.

1. Casework Secretariat Officers also should to notice ~~breach of the five days' rule and intimate the Registrar cases of delay not covered by proper permission.~~

Principle of the Rule may also should be taken as suggested. be required to see that the five days' rule of Submission is duly complied with.

App° as amended Dues 9/7

2. All receipts to be sent to the Assistant Secretary in charge of the branch by the heads of branches, who may order their inclusion in the register of urgent and important cases, so as to enable their being checked when the Registers are submitted to them for scrutiny.

App°

3. Assistant Secretaries to scrutinise Sus Registers and order issue of reminders punctually.

Approved Dues 9/7

4. Proposals for giving relief to the Reg from work of a petty nature by means of decentralization to be proposed separately.

Dues 9/7

5 Every Asst or Supt Reg should maintain up to date a note book for urgent & important cases.

Dues 9/7

Subject No.2.

Reduction of Noting

	Rule No.of Office Manual
Only one set of notes permitted	128,132 & 134
Paraphrasing prohibited	135
Extracts prohibited	136
Contents of Notes	137 & 138
Office note should not repeat information given in reports	140
Referencing, paging and paragraphing notes	142 & 143
Secretariat Officers to see that noting and referencing are done strictly as per rules noted above	O.M.dated 8-8-1914

P.T.O.

SUGGESTIONS.

1. Strict enforcement of the above provisions.

2. Formal notes should not, at any stage, be mixed up with notes of a routine character such as, transmission of reports and remarks of the kind " I remember having seen ....." or. They may be made in separate routine note forms.

BK

In ~~many cases the~~ the Dog case worker is responsible for noting the Record previous file, forwards put-ups. In easy cases he should propose drafts without any noting. In difficult ~~important~~ cases he may note ~~under the Branch Supt~~ if ~~or~~ wants to do so & the Branch Supt a Bn Supt.

9/7

Subject No. 3.

Printing of papers in important cases.

Printing up notes and correspondence	219
Long notes or precis upon important subjects to be submitted in printed type	220
Printing of notes, excision of important matter, etc.	227 to 230
" A " Proceedings.	255 to 262
Supeeintendents to bring to notice delay in the printing of papers	O.M. dated 8-8-1914.

Suggestion.

Branch Secretariat Officers to watch the development of a case and indicate, in proper time, if any or all of the papers in the file have to be got printed.

Subject No.4.

Bringing to notice the expiry of the period of officers and establishments temporarily sanctioned, at least three months in advance.

Register of Officers on long leave.
Register of Lent Officers.

A register in respect of Officers and establishments, appointed for a specific term is now being maintained in Branches. (Office orders dated 22-5-14 and 20-7-1914.)

Samples of this and two other registers are kept here.

In respect of lent officers, action to be taken three months before the expiry of the term of each officer.

Suggestion.

Secretariat officer in charge of the branch also to scrutinise once a week punctually the several registers and see if necessary action is being taken.

Yes.

A question may be printed in each draft as to whether the papers may be printed for being answered by the Hon'ble Member in charge.

Yes. An illustrative list of cases which ought to be printed may be prepared for consideration.

9/7

Subject No 5

Free admission to clerks from one Secretariat to another on official business.

This refers to an office order restricting the entry of persons who do not belong to the Secretariat. This procedure was found necessary to maintain the confidential aspect of Secretarial business. I am not aware of any hardship having been caused as such persons can secure entry by a permit. This has had the advantage of shutting out friends & visitors without causing any inconvenience to officials having real official business in the G.R.S.

BN.

The existing rule may be kept as it is

Dues
9/7

Subject No 6

A separate typist for each branch in addition to the General Typing Section.

This is necessary under present conditions. As it will have to be maintained as additional establishment, it would involve extra cost. In the Reorganization Scheme pending orders it appears to be the idea to disband the General Typing Section & give the hands to the Branches to make them self contained. The question may perhaps be taken up after orders are passed on the Reorganization Scheme

Sd.

This may be considered after the Reorg Scheme is sanctioned.

Deen
9/7

The question of every each Secretary a Shorthand typist may be pressed again for the decision of Govt.

Deen
9/7

Proceedings of the Fourth Meeting of Secretaries to Government held on the 9th July 1917.

Present-

Secretary to Government, Financial Dept.,
-do- General Dept.,
-do- Revenue Departt.,
-do- E.& A.
Joint- , -do- P.W.Deptt.,.

The following subjects were considered:-

SUBJECT No.1.

Responsibility of Subordinate Secretariat Officers to prevent delays in the submission of papers.

RESOLUTIONS—

1. Caaework Secretariat Officers should also be required to see that the five days' rule of submission is duly complied with.

2. All receipts should be sent to the Under or Assistant Secretaries in charge of the Branch by the Heads of the Branches, who may order their inclusion in the register of urgent and important cases. This will enable the Receipts being checked when the registers are submitted to them for scrutiny.

3. Under or Assistant Secretaries in charge of Branches should scrutinise Suspend Registers and order issue of reminders punctually.

4. Every Under or Assistant Secretary should maintain up to date a note book for urgent and important cases.

5. Proposals for giving relief to the

to the Registrar of the General and Revenue Secretariat from work of a petty nature by means of decentralization should be proposed separately.

SUBJECT No.2.-

Reduction of Noting.

RESOLUTION :-

Every caseworker is responsible for noting the previous files and putting up precedents. In easy cases, he should propose drafts without any noting. In difficult and important cases he will undertake noting if ordered to do so by the Branch Superintendent or Assistant Superintendent.

SUBJECT No.3.-

Printing of papers in important cases.

RESOLUTION-

A question may be printed on each important draft as to whether the papers may be printed, for being answered by the Under or Assistant Secretary.

An illustrative list of cases which ought to be printed may be prepared for consideration.

SUBJECT No.4.-

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SUBJECT No.4.-

Bringing to notice the expiry of the period of officers and establishments temporarily sanctioned, at least three months in advance.

RESOLUTION-

The Secretariat Officer in charge of the Branch should scrutinize once a week, the registers maintained in the Branch in respect of officers and establishments, entertained for a specific term and see ~~that~~ if necessary action is being taken.

SUBJECT No.5.-

Free admission of Clerks from one Secretariat to another.

RESOLUTION-

The existing rule may be left as it is.

SUBJECT No.6.-

A separate typist to each branch of the General and Revenue Secretariat in addition to the General Typing Section.

RESOLUTION.-

This may be considered after the reorganization scheme is sanction.

The question of giving each Secretary a Shorthand Typist should be pressed again for the decision of Government.

19/7/17

Memo

No 107/S.R.S. 90-17

Encl. dt 23.7.17

To The Registrar, C.J.R.S.

Sd by Mr. R. Madhava Rao.

A copy of the proceedings of the meeting of the Senate to be held on the 4th July 1917 is forwarded for favour of taking necessary action.

for Secy, C.J. Dept

Mw
27/7/17

Memo

No 108-06/Estt.90(1) 23-7-17

Encl. 1

Lday Mr. R. Madhava Rao.

To The Secretaries to Govt,

1) Rev Deptt
2) G & A.
3) PWD
4) Railways.

A copy of the proceedings of the meeting of the Secretaries to Govt held on the 6th July 1917 is forwarded with Compliments.

By order

per/

For Secy to Govt,
GL Deptt.

mm
23/7/17

WD 02951—GPB—2,000—27-12-16

Ry. 3] VIII-W 7 AUG 1917

No. RS.368 M. 1837

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

Bangalore, 1st August *1917.*

From

THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

BANGALORE.

To

The Secretary to the Government of Mysore,

General Department.

SUBJECT:- Proceedings of the meeting of the Secretaries to Government held on the 9th July 1917.

Sir,

With reference to your letter No.100-06-E.A.G.90-16 dated 23rd July 1917 forwarding a copy of the above, I have the honour to point out that although the Secretary to Government for Railways was present at the meeting, yet his name is omitted in the proceedings.

I have the honour to be,
Sir,
Your most obedient servant,

Ag.Secretary for Railways
Government of Mysore.

ALM.

4/8/17

C.R.S. 31]

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. 205/E.A.G.20

Encl. 1

Bangalore, Dated 7th August 1917

From

D. M. NARASINGA RAO, Esq., B.A., B.L.,

Secretary to the Government of His Highness the Maharaja of Mysore,

General Department.

To

The Secretary to the Government of Mysore

for Railways.

Dear SIR,

With reference to your letter No.R.S.368.Fl.183 G. dated the 1st August 1917, I ~~very much regret that by oversight the~~ in the non-mention of the Railway Secretary's name ~~was omitted to be included~~ in the proceedings of the meeting of Secretaries held on the 9th July 1917. I write to express my regret for the omission which was due to oversight. A revised copy of the proceedings ~~is sent herewith~~ which may be kindly substituted for the one previously forwarded.

~~I have the honour to be,~~

~~Sir,~~

Your ~~most obedient servant,~~ Sincerely

7/8/17

For Secretary to Government,

General Department.

D. G. Dani Esq.

G.R.S.M—500—5.6.17